

CORPORATION OF THE MUNICIPALITY OF THE NATION
JOB DESCRIPTION

TITLE: Director of Finance (Succession to the Treasurer's position)

DEPARTMENT: Finance Department

SUPERVISOR: Treasurer

Compensation: Level 10 /Salary grid \$45.02 to 50.95\$
40 hours per week

SUMMARY OF DUTIES

Under the supervision of the Treasurer, the Director of Finance manages, directs, coordinates, and assists in the administration and supervision of all operations of the Finance Department using computerized accounting and financial systems in accordance with provincial legislation, generally accepted accounting principles and municipal by-laws.

DUTIES AND RESPONSIBILITIES

1. PROGRAM/DEPARTMENT

- Oversee, direct and manage all operations related to the financial management of the municipality (taxation, asset management, user fees, borrowing by-laws, billing, payroll, grant programs, etc.)
- Prepare, manage and control the expenses appearing in the municipality's operating budget;
- Develops and updates the municipality's five-year plan and financial plan and develops scenarios and projections for the financing of acquisition and capital projects based on revenue sources, committed amounts and anticipated or planned expenditures;
- Manage inquiries and complaints received in relation to municipal finances and by-laws that fall under the department's jurisdiction
- Investigate and respond to verbal and written inquiries from Council members, senior management, agencies, levels of government and the general public regarding finances and the interpretation of by-law provisions;

- Prepare and present reports to Council and other agencies
- Attend Council meetings as required; and
- Provide leadership for the Asset Management Plan to other Municipal departments;
- Ensure that all Municipal departments meet their obligations with respect to the allocation of grant revenues, operating levies and reserve funds;
- Collaborate with department heads and consultants on all activities, projects, programs and files related to municipal finances
- Compile and analyze statistics, publications, documents and information regarding the state of municipal finances;
- Compile and analyze statistics, publications, documents and information concerning the state of municipal finances; Drafts municipal by-laws relating to borrowing, financing and obligations with respect to the management and financial operations of the municipality, including the investment of municipal funds;
- Prepares a monthly report on the state of the finances and submits recommendations to the Treasurer on various matters;
- Draft and prepare policies and procedures for financial management;
- Verification that the municipality's insurance coverage is adequate;
- Prepare and review calls for tenders related to the Finance Department, recommend the awarding of contracts, prepare agreements for signature by the Mayor and the Director General - Clerk and supervise consultants;
- May be called upon to assist in the implementation of emergency measures in the absence of the Treasurer;
- Perform any other related duties as assigned by the Treasurer.

2. HUMAN RESOURCES

- Supervisor for all finance department staff
- Assign duties and responsibilities to department employees;

3. FINANCIAL RESOURCES

- Prepares year-end financial statements, year-end files for auditors and the various annual reports required by the various departments;
- Compiles the budget of the various municipal services in order to compose the annual budget and to update the five-year plan of the municipality;
- Develops and updates the municipality's financial plan;
- Verify the consolidated budgets of all departments;
- Ensure that the purchasing policy is followed;
- Ensure that the municipality's revenues, grants and subsidies have been collected within the prescribed deadlines and according to the agreed upon agreements;
- Verify the monthly financial reports, advise the Treasurer when there is a problem and submit recommendations and solutions.

4. MATERIAL RESOURCES

- The material resources are: a computer, a printer, a telephone, a fax machine, a photocopier, a stamp machine, a projector and a folder/insertor;
- The employee shall be responsible for the materials and equipment assigned by the municipality;
- The incumbent shall maintain the confidentiality of all documents transmitted to him/her in accordance with applicable laws, regulations and policies.

AUTHORITY AND EFFORT

5. KNOWLEDGE/EXPERIENCE

- Have a university degree in accounting;
- A minimum of eight to twelve years (8 to 12) years' experience in a similar position or in the field of public administration and financial statement preparation;
- Experience with the Asyst financial program and City Wide real estate management software.
- Thorough knowledge and understanding of the Municipal Act, other legislation, regulations and accounting principles applicable to the department and the municipality;
- Training and experience in municipal finance, municipal administration and fund accounting;

- Membership or eligibility for membership in the Association of Accountants and Treasurers of Ontario;
- Ability to analyze financial matters, identify issues and problems and suggest solutions and recommendations for their resolution;
- Ability to communicate in English and French (oral and written);
- Ability and comfort in making public presentations on sometimes sensitive or confrontational topics (taxpayers);
- Demonstrate the ability to work under tight deadlines at times;
- Knowledge and skills in organizing, planning, developing and implementing financial procedures, policies and regulations;
- Knowledge and skill in management and administration to plan, direct and supervise departmental activities.

6. PHYSICAL AND MENTAL EFFORT

- This position requires no physical effort on the part of the incumbent;
- Frequent periods of mental concentration of moderate duration;
- Dexterity in writing reports, regulations, checking accounts.

7. JUDGEMENT

- Work is performed under the direction of the Treasurer in accordance with established guidelines, procedures and policies. Submits suggestions for policy changes when necessary for approval by the Treasurer.
- Incumbent exercises judgment:
 - By overseeing the operations of the Department, ensuring that budgetary limitations, standards and Township policies are met;
 - Coordinating and reviewing operating and capital budgets with all department heads;
 - Establishing priorities to meet work deadlines;
 - Coordinating the activities of the Finance Department with those of other departments of the municipality;

- Ensuring that reports are produced and submitted in a timely manner as required by law and within the deadlines specified in the by-laws.

8. INTERPERSONAL SKILLS

The incumbent will demonstrate excellent interpersonal skills in interacting with his/her supervisor, co-workers, departmental representatives, contractors, merchants and the general public.

Communicate with:

INTERNAL:

- Regular contact with individuals throughout the organization at the management and executive levels;

EXTERNAL :

- Regular contact with outsiders at the highest level of government or with senior management in other organizations.

WORKING CONDITIONS :

9. ENVIRONMENT

Work is performed in an office environment.

Politics is pervasive in the work environment, causes stress and can affect performance and cause mental fatigue.

10. CONTROL OF WORK SCHEDULE

The incumbent may be required to work overtime in order to meet deadlines imposed by legislation or Board policy, and occasionally to attend Finance Committee meetings.

Note: The masculine gender has been used in the writing of this document for the sake of brevity only. It is understood that both the masculine and feminine genders are integral to this document.